



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-48**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>In-Flight Refueling Superintendent – Stan/Eval</b>	<b>AFSC:</b> <b>1A071</b>	<b>OPEN DATE:</b> <b>5 MARCH 2014</b>	<b>CLOSE DATE:</b> <b>4 APRIL 2014</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>168<sup>th</sup> Operations Group, Eielson Air Force Base, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E7 (ELIGIBLE FOR PROMOTION TO E8) Maximum: E8</b> <b>*Contingent upon availability of controlled grade*</b>	
<b>SELECTING SUPERVISOR:</b> <b>SMSgt Duhaime</b>	<b>VACANCY:</b> <b>0955416</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES –111121</b>	

## AREAS OF CONSIDERATION

- Area 1** On Board AKANG AGR **(MUST HOLD ADVERTISED AFSC)**
  - Area 2** Alaska Air and Army National Guard members **(MUST HOLD ADVERTISED AFSC)**
  - Area 3** Nationwide (Military members eligible for membership in to the AKANG) **(MUST HOLD ADVERTISED AFSC)**
- \*All applicants MUST meet the grade requirement and physical/medical requirements outlined\***

## MAJOR DUTIES MAY INCLUDE

- Perform in-flight refueling aircrew duties. Check forms for equipment status
- Perform visual and operational check of air refueling and associated systems and equipment. Perform preflight, through-flight, and post-flight inspections
- Accomplish preflight and post-flight records and reports. Perform in-flight operational check of air refueling systems
- Direct receiver aircraft into air refueling position. Operate in-flight air refueling controls and switches to safely affect contact between tanker and receiver aircraft
- Monitor control panel for proper operation of equipment during air refueling, and advise receiver pilot of actions required to safely maintain position within the air-refueling envelope
- Keep tanker pilot informed as to progress of air refueling operations
- Perform emergency operations and procedures as required for emergency off-load and on-load of fuel
- Compute weight and balance to determine proper weight distribution and provides timely and correct takeoff and landing data
- Complete aircraft weight and balance documentation
- Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning)
- Receive cargo/passenger load briefing and reviews load plan and cargo documentation
- Accomplish load planning of cargo/passenger loads if required. Supervise cargo/passenger loading and off-loading operations
- Direct the placement of material handling equipment to accomplish cargo on/off loading operations. Ensure cargo/passengers are placed according to load plans
- Determine cargo restraint requirements according to criteria and directs and checks the application of cargo restraint equipment
- Check cargo/passenger loads against manifests. Ensure availability of fleet service equipment and receives and stows in-flight meals
- Accomplish passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements
- Responsible for the safe and orderly evacuation of passengers in an aircraft emergency, and making life or death decisions on which route and exit to use
- Demonstrates the use of passenger emergency oxygen systems and life vests
- Supervise passengers in-flight. Perform jumpmaster duties (KC-135 only). Serve as an instructor/evaluator
- Prepare course outlines or adapt lesson material to meet the training needs of particular aircrew members and/or supplement existing training materials with approved texts
- Perform crew compartment duties and regularly instructs/evaluates other enlisted aircrew members in crew compartment duties performed while occupying the crew compartment during takeoff, landings, and other critical phases of flight and in pre- and post-flight responsibilities relative to all aircraft systems
- Conduct classroom and inflight instruction to In-flight Refueling Technicians for initial, upgrade and continuation training, and combat ready certification
- Teach and remediate Computer Based Training (CBT) lessons. Review training records and reports to determine additional or concentrated training required
- Provide demonstrations on aircraft procedures and equipment
- Conduct classroom training on new or revised publications, and provides demonstrations on aircraft procedures, and equipment
- Instruct during mission preparation on aircrew duties and air refueling procedures
- Maintain current knowledge of the tanker air-refueling capabilities and applicable aerial refueling data for all authorized receiver aircraft to include USAF, Navy, Marine, and allied aircraft
- Responsible for students' actions during air refueling activities and may be required to assume control of the flying boom and/or direct "breakaway procedures" to prevent aircraft collision that could result in the loss of multimillion dollar assets
- Make the final critical decision on when a student is declared proficient and allowed to refuel without instructor supervision
- Prepare written critiques of student performance for each flight and debriefs him/her on their performance
- Assist new personnel in preparation for receiver aircraft category qualification/certifications
- Administers initial, no-notice and recurring flight evaluations. Assist in preparation and updating of standardization/evaluation specialty tests
- Train/instruct students on Crew Resource Management (CRM) principles, focusing on aircraft safety and the importance of cockpit situational awareness, effective communication, and teamwork
- Monitor system indicator panels, engine instruments, fuel gauges and consumption, and circuit breaker panels during flight
- Serve as a safety observer, providing backup to the pilots for aircraft configuration, altitude/attitude/airspeed awareness, and takeoff/landing clearance
- Monitor Air Traffic Control clearances, approaches, departures, altitude assignments and terrain clearances, to recognize deviations and apparent errors impacting safety of flight
- Reference text applicable to emergency/abnormal procedures, and provides input to the aircraft commander during emergency situations
- Instructs and demonstrates the proper donning and doffing of the Aircrew Chemical Defense Ensemble in preparation for operations in toxic chemical and biological environments
- Work with a high degree of independence from supervision when performing air refueling or loadmaster duties conforming to standards of guidelines set forth including but not limited to; US Air Force, Major Command (MAJCOM), Numbered Air Force (NAF) and unit regulations, manuals, supplements, technical orders and checklists
- Perform staff duties based on specialized knowledge of the unit's mission and related programs to ensure safe and successful accomplishment of required training and Air Force mission support requirements
- Performing various other administrative functions concerned with unit evaluations program, such as scheduling aircrew members for evaluation flights, determining evaluations periods, and ensuring the technical orders/publications are properly maintained and current
- Lead and manage Airmen, NCOs, and fellow SNCOs with effective leadership while maintaining mission readiness to ensure mission success by being an active and visible leader and demonstrate, inspire and develop in others an understanding of Air Force Core Values
- Promote responsible behaviors within all Airmen by encouraging peer involvement in detecting and correcting unsafe and irresponsible behaviors that negatively impact unit or individual readiness and recognize Airmen who properly employ operational risk management philosophies.
- Display professionalism while maintaining the highest degree of competency as an instructor
- **Duties may involve frequent travel away from home station (duration of travel period(s) will vary)**
- Perform additional duties as assigned

**\*See page 3 for Initial Eligibility Criteria, Preferred Qualifications and All Required Documents for Considerations\***

# !!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.**

**\*\* SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT\*\***

**Application packages will not be accepted after the advertised Close Date.**

**It is extremely important to follow the application instructions contained in the job announcement.**

## IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

## APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil), please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

## FREQUENTLY ASKED QUESTIONS (FAQ):

**Q:** How do I create one PDF file when some documents have electronic signatures?

**A:** Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

**Q:** If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

**A: No.** HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

**Q:** If I want to apply for more than one position, can I send one package for all?

**A: No.** Separate packages are required for each position.

**Q:** What does "Immediately promotable" mean?

**A:** Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

**Q:** May I find out who or how many others applied for the position?

**A: No.** We will not release any information on any applicant.

**Q:** How do I pull my vMPF RIP?

**A:** Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

**Q:** Do I need to submit an AF Form 422 with PULHES?

**A: Yes.** An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422. Either form must be signed

**Q:** How will I be notified if I am selected?

**A:** Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

**Q:** How long would my AGR tour be?

**A:** As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Top Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – GENERAL – 55
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 70 lbs
- AFSC not open to non-United States Citizens. AFSC is open to United States nationals
- Physical qualification for in-flight refueling operation duty according to AFI 48-123, *Medical Examinations and Standards*, Class III medical standards
- Normal depth perception as defined in AFI 48-123, *Medical Examinations and Standards*
- Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*
- Must maintain eligibility to deploy and mobilize worldwide
- **Immediately Promotion Eligible to E8:** Must have completed 13 years TIS and 24 months TIG, **Completion of Senior Noncommissioned Officer Academy (correspondence or in-resident)**
- Central Flight Instructor Course (CFIC) Graduate
- **Upon selection, approval of Exceptional Family Member Program is Required for members with dependents**

## PREFERRED QUALIFICATIONS

- Qualification in and possession of AFSC - K1A071/1A091/K1A091
- Knowledge of: electrical and mechanical principles applying to aircraft and related systems; flight theory; aircraft electrical, hydraulic, and pneumatic systems applying to in-flight refueling system; navigation fundamentals, including chart reading; normal and emergency operation of aircraft refueling systems; flying directives; weight and balance factors; cargo tie-down techniques; minor in-flight maintenance; using survival equipment and oxygen; communication and aircraft emergency procedures; border agency clearance; dispensing and preserving food aboard aircraft; and using and interpreting diagrams, loading charts, technical publications, and flight manuals
- Experience performing or supervising functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading cargo on aircraft; and instructing passengers in the use of emergency equipment and procedures
- Experience in directing functions pertaining to in-flight refueling operator activities
- Experience in conducting evaluations pertaining to in-flight refueling qualification and certifications
- Experience in administrative/occupational functions of aircrew training to include but not limited to; unit, MAJCOM(s), and HAF procedures, processes, regulations and policies governing all aspects of aircrew training
- Experience in administrative/occupational functions of aircrew standards and evaluations to include, but not limited to; unit, MAJCOM(s), and HAF procedures, processes, regulations and policies governing all aspects of aircrew standards and evaluations

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>		
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-11 are required by the Human Resource Office to determine initial qualifications.** If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume
6. Copy of Valid State Driver's License
7. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
8. Last 4 AF Forms 8/8a
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Last 3 Enlisted Performance Evaluations (If applicable)
11. CURRENT AGR/Mobility/ADSW Orders (If applicable)
12. Letters of Recommendation will be accepted (3 maximum)

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-48 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ANG 14-48**)

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.